

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
May 12, 2022
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman
Chuck Glenn, Hancock County – Treasurer
Steve Paull, Brooke County
Robert Luchetti, Ohio County
David McCardle, Marshall County
Mark Fitzsimmons, Marshall County, Chairman

Supervisors Absent

Amy Wade, Ohio County – Secretary
Britney Hervey-Farris, Brooke County

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jenn Kile, Conservation Specialist, WVCA
Kim Fisher, District Operations Manager, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
Brent Lyons, Forester, WV DOF
Abby Geho, District Administrator, NPCD
Heather Duncan, Executive Director, WVACD – via telephone
Bob Straub, CPA
Robert Luchetti, Jr. – Ohio County District Supervisor Candidate
Josie Scott – NPCD Soil Tester

Chairman Mark Fitzsimmons called the meeting to order on Thursday, May 12, 2022, at 10:00 a.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – The pledge of allegiance was recited.

Mark Fitzsimmons introduced Josie Scott, the NPCD soil tester.

Minutes

- **David McCardle made a motion to approve the April 2022 board meeting minutes as presented. Seconded by Robert Luchetti. Motion passed.**

Financial Report

- Bob Straub reviewed the NPCD financials for April 2022. **Robert Luchetti made a motion to file the financials for audit. Seconded by Jim Anderson. Motion passed.**
- Chuck Glenn reviewed the NPCD co-administered funds for April 2022.

Reports

- District Crew – No report

- Farm Service Agency (FSA) – No report
- WV Division of Forestry (WVDOF)
 - Brent Lyons reviewed a written report. It will be filed with the minutes.
- WV Conservation Agency (WVCA)
 - Kim Fisher reviewed a written report. It will be filed with the minutes.
 - A public meeting will be held on May 19 to review code changes for CSR-1 and CSR-4.
 - A district farm winner is needed by the end of May.
 - Reminded supervisors to review their policy manual to ensure it reflects the supervisor election code changes.
 - State fair sign up is available. Contact Veronica if you need to sign up.
 - Review EOI to be sure it is current.
 - Reviewed process for a supervisor vacancy. The June agenda should include advertising for the vacant Brooke County position. The vacancy has to be advertised within 30 days of the last day the current supervisor will hold office. If a letter of resignation is not received, then that date will be June 30.
- WV Association of Conservation Districts (WVACD)
 - Heather Duncan reviewed a written report. It will be filed with the minutes.
 - Reminded elected supervisors that an oath of office needs to be done.
 - Reviewed the July quarterly meeting.
 - Currently working on updating supervisor handbook.
 - Spoke about the public meeting to be held on May 19 for code changes to CSR-1 and CSR-4.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. It will be filed with the minutes.
 - Office is staffed at 100% but the front door is still locked.
 - Pictures were shared of Wolf Run dam. It is completely drained.
 - Katie spoke to a representative from the Brooke County Extension at the LWG meeting regarding support for a small Hands-on Ag Day to be held in Brooke County. **Jim Anderson made a motion to donate t-shirts (if we have available), pencils and print the journals. Seconded by Chuck Glenn. Motion passed.**
- Wheeling Creek Watershed Commission (WCWC)
 - David McCardle has concerns regarding if the WCWC is going to help pay for our legal fees. No, they will not. It is still uncertain if the WCWC is joining the current lawsuit for Wheeling Creek #3.
- Administrative Specialist
 - Veronica Gibson reported the following:
 - A customer that purchased 20 blackberries plants from the sale said that they all died. **Robert Luchetti made a motion to reimburse Connie Bowman \$120.00 for the blackberries she purchased. Seconded by Chuck Glenn. Motion passed.**
 - Awards for the Samara and poster contests will be delivered to participating schools.

- May 16 is the bid opening for the Harmon Creek debris removal and May 26 is the bid opening for the Upper Grave Creek #1 improvements.
 - A phone call was received from a person that wants to rent the gazebo in October for a wedding. Veronica will let the person know that we do not rent the gazebo to the public.
- Visitors - None
- Committee Reports
 - Education Committee
 - Chuck Glenn has a group of students coming on May 16 to plant in the raised beds outside. The event was discussed.
 - High Tunnel Committee
 - Abby Geho reported that 18 pounds of various lettuces were donated to the local soup kitchen on April 8.
 - Building Committee
 - Mark Fitzsimmons reported that the red schoolhouse needs more work. The wood around the door is rotting. There was a discussion regarding what kind of material to replace the rotting wood with.
 - The front door of the service center needs repaired, and replacement of the ceiling lights needs to be completed.
 - Legislative Committee
 - Jim Anderson attended the legislative meeting at the WVACD quarterly meeting.
 - Equipment Committee
 - David McCardle asked Abby Geho if there have been any complaints or repairs that are needed to the equipment. Abby said no. Mark Fitzsimmons said the sprayer is OK and a new tube has been bought for the flat tire.
 - It was requested that Abby Geho provide a monthly equipment report at future board meetings.
 - Chuck Glenn reported that the cooperators in Hancock County do not like using the spreader that is hydraulic driven. Chuck also spoke about the purchase of a smaller no-till drill. Hauling the current one for a long distance is difficult.
 - Katie Fitzsimmons spoke to a contractor regarding spreader rental. The equipment committee will meet to discuss the rental of a spreader to contractors.
 - O&M Committee
 - A job showing was held for Harmon Creek debris removal and Upper Grave Creek #1 improvements. The bid opening for Harmon Creek will be May 16 and the bid opening for Upper Grave Creek will be May 26.
 - Supervisor Reports – No reports

Old Business

- Wheeling Creek #3 – Updates
 - Discussed under WCWC report.
- American Insurance Agency Review
 - Eric Jack did not attend the meeting.

- NRCS Grant Employee Hire
 - Mark Fitzsimmons spoke to Jon Bourdon regarding the letter that was sent to NRCS regarding hiring a grant employee. There has been no progress made.
 - The current grant agreement lists rental of the soil trailer. **Jim Anderson made a motion to reserve the soil trailer for one week in 2023 and pay for it and send in for reimbursement through the grant. Seconded by David McCardle. Motion passed.**

- Conservation Farm Contest
 - It was decided that the NPCD will not enter a farm into the Area judging this year. The NPCD will recognize a farm from each county. Currently, Brooke and Hancock County are the only two counties that have a farm. The Hancock County and the Brooke County farms will be visited on May 19. Supervisors will meet in Hancock County at 8:30 am. All farms will be recognized at the NPCD annual banquet.

- NPCD Credit Card
 - Will get a credit card for Abby Geho.

- Soil Tester
 - The soil tester will start work on May 16.

- Wheeling Country Day School Letter of Support
 - Britney Hervey-Farris requested this agenda item and was unable to attend.

New Business

- Supervisor Training
 - The supervisors said they will watch the next video following the board meeting.

- Ravenswood FFA – Mid-American Grassland Contest Support
 - **Robert Luchetti made a motion to donate \$250.00 to the Ravenswood FFA for support to the Mid-American Grassland contest. Seconded by David McCardle. Motion passed.**

- WV Women in Agriculture Conference
 - The NPCD will advertise the WVU Extension WV Women in Agriculture Conference on their Facebook page and in their newsletter.

- WV State Conservation Camp Support
 - **Jim Anderson made a motion to sponsor 4 campers for the WV State Conservation Camp from the northern panhandle for a total of \$920.00. Seconded by David McCardle. Motion passed.**

- District Policy Manual Review/Update
 - A meeting will be held on May 26 at 10:30 to review and update the NPCD policy manual as needed. A copy of the current manual will be mailed to each supervisor to review prior to the meeting.

- Appointment of Supervisors to WVACD Foundation
 - Mark Fitzsimmons appointed himself and Robert Luchetti, Jr. to the WVACD foundation.
- Cement Open Bays in Garage
 - There was a discussion to cement the open bays in the garage. Bids will be needed.
- New Cooperators
 - Anthony & Abby Geho/Marshall County/158 acres
 - Francis Blewitt/Hancock/5.5 acres
 - Donald and Julie Meredith/Ohio County
 - Craig Knight/Ohio County/46.1 acres
 - Jay Mauck/Ohio County/10 acres

Robert Luchetti made a motion to approve Anthony and Abby Geho, F. Blewitt, Donald and Julie Meredith, C. Knight, and J. Mauck as new cooperators. Seconded by Chuck Glenn. Motion passed.

- AgEP
 - FY23 AgEP Exigency Program
 - **Jim Anderson made a motion to approve the practices and guidelines for the AgEP Exigency program as follows below. Seconded by Robert Luchetti. Motion passed.**

AgEP Exigency Program - Conservation District Administration

1. Conservation Districts shall establish:

Application period. Application period must be held within 30 days of exigency declaration.

To be determined by Conservation District
<i>Applications may be accepted beginning on the date of declaration and continue for 2 weeks.</i>
Allow for retroactive payments? <i>Yes</i>
If yes, establish date: <i>Exigency declaration date.</i> Retroactive date may not precede exigency declaration date.
Allow for purchase of used materials? <i>No</i>

Time limits for completion of exigent best management practices?

<i>Ninety days from the date of District application approval.</i>

2. Conservation Districts shall establish financial assistance rates and caps/maximums and cooperator cap on an annual basis.

Practice	Payment Rate	Material Cap	Cooperator Cap
<i>Exigent Livestock Water Supply</i>	<i>50%</i>	<i>Any approved material</i>	<i>\$500.00</i>

<i>Exigent Irrigation Supply</i>	<i>50%</i>	<i>Any approved material</i>	<i>\$500.00</i>
<i>Exigent High Tunnel and Greenhouse Repair</i>	<i>50%</i>	<i>Any approved material</i>	<i>\$500.00</i>
<i>Exigent Cover Crop Establishment</i>	<i>50%</i>	<i>20 acres</i>	<i>\$500.00</i>
<i>Exigent Revegetation of Winter-Feeding Areas</i>	<i>50%</i>	<i>20 acres</i>	<i>\$500.00</i>
<i>Exigent Temporary Fence</i>	<i>50%</i>	<i>Any approved material</i>	<i>\$500.00</i>
Document any variation of payment rate for used materials: <i>N/A</i>			
Document any variation of payment rate based on remaining lifespan of the materials that will be replaced/repared. Refer to individual practice descriptions located in <i>AgEP Exigent Practices Handbook</i> to determine if a practice is eligible.			
<i>N/A</i>			

- District must provide link(s) to or attach copies of technical standards for practice(s) offered.

Practices will follow set standards within the AgEP Exigent Practices Handbook.

- Conservation Districts shall establish:

Tiebreaker

In the case of a tie, the application received by the district office earliest will be selected.

- Conservation Districts may delegate authority

Authority is delegated to:	What authority is delegated:	Date
<i>Jennifer Kile, WVCA Veronica Gibson, WVCA</i>	<i>To start application advertisement, etc.</i>	<i>As needed</i>

- (Add additional decisions of the Conservation District)

- Payments

Name	Practice	Amount	Cost Share
Jeffery Allen	Nutrient Management	33.50 acres	\$1,432.69

David Henderson	Lime	52.73 Tons	\$1,019.60
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David McCardle made a motion to approve the completed AgEP practices for J. Allen and D. Henderson. Seconded by Jim Anderson. Motion passed.

- Cancellations

Name	Practice	Amount	Cost Share
Mindy Growe	Water System	1 system	\$2,318.66
Carrie Shipman	Heavy Use Area Protection	1200 Sq. Ft	\$1,584.00

David McCardle made a motion to cancel the uncompleted AgEP applications for M. Growe and C. Shipman. Seconded by Jim Anderson. Motion passed.

Correspondence – None

Mark Fitzsimmons appointed a nominating committee for supervisor elections. The members are Robert Luchetti, Steve Paull, and David McCardle. The committee will report to the board at the June Board meeting.

NEXT MEETING –The next board meeting will be held on Thursday, June 9, 2022, USDA Service Center, McMechen at 10:00 am.

There being no further business, the meeting was adjourned at 12:45 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson